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OFFICE OF REPORTS AND ESTIMATES

O.R.E. Operating Procedure No. 3-48

Revised - Administrative Instruction No. 2 - 48

29 January 1948

SUBJECT: Handling of Written Materials and Cables

SECTION I - GENERAL

1. The accounting for, routing, filing and logging of all materials received or dispatched by ORE will be accomplished in accordance with the procedures outlined below.
2. Materials handled by ORE may be divided into three (3) broad categories, namely
  - a. Cables
  - b. Materials other than cables primarily containing intelligence or intelligence information, hereafter referred to as Intelligence Materials.
  - c. Materials primarily concerned with matters of procedure, operation and policy, hereafter referred to as Administrative Materials.
3. The procedures specified have been devised to insure:
  - a. A definite record and accountability of all incoming and outgoing materials.
  - b. Immediate availability of all materials at all times.
  - c. Expeditious processing of all materials.
  - d. Strict adherence to and enforcement of security requirements.
4. The Information Control Division, Administrative Staff, is responsible for the processing of all incoming and outgoing materials except the intelligence production of ORE.

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SECTION II - PROCESSING OF CABLES

5. CIA couriers will deliver all cables directly to the Information Control Division.

6. The Information Control Division will log each cable, recording all pertinent data, and allocate one copy to the Branch, Group or Panel (hereafter referred to as Branches) having primary cognizance with the secondary routing indicated thereon. Branches having primary cognizance will be responsible for insuring that all Branches having lesser interest, whether indicated or not, are afforded prompt access to the cables. In addition, an information form showing all pertinent indentifying information will be sent to the Branch having secondary interest as notice of receipt of the cable and its location.

7. The Information Control Division will send one copy of all cables containing intelligence information to the Current Intelligence Group. All other copies of cables will be sent to the Signal Center for the use of other units of CIA and/or file. When only two copies of a cable are available, none will be sent to the Signal Center.

8. In fulfilling ORE's responsibility for selecting intelligence information cables for the Director of Central Intelligence and for dispatching cables pertinent to the Daily Summary to the President, the procedures below will be followed:

- a. The Chief of the Current Intelligence Group with the advice of Branch Chiefs will select and assemble a folder of cables of interest to the Director. This folder will be dispatched to the Director for his review and return to the Current Intelligence Group. An adequate system of check lists and receipts will be maintained to insure constant responsibility.
- b. Chiefs of Branches will forward to the Current Intelligence Group their copy of each cable relating to items suggested for inclusion in the Daily Summary. These copies of cables will be attached to the President's copy of the Daily Summary. Upon their return from the White House, the Current Intelligence Group will return them to the appropriate Branches. An adequate system of check sheets and receipts will be maintained.

9. The Current Intelligence Group will file all cables (except those sent to the Director) for approximately seven (7) days, at which time they will be turned over to the Reference Center Library, A&M, for permanent file.

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10. Each Branch will be responsible for the destruction of its cables in accordance with CIA Security Regulations. All cables will be burned in the presence of the custodian and a witness. A certificate of destruction will be prepared in triplicate and signed by both the custodian and witness. One copy of this certificate will be retained in the Branch files; two copies will be forwarded to the Information Control Division, one of which will subsequently be sent to Central Records. The witness must be an officer or the equivalent (P-3, CAF-9 or higher). Cables and other classified materials may be burned in the basement of the North Building between 1500 and 1530 daily.

11. Branches are encouraged to clear out cable files periodically and to destroy those of no current value since a permanent file is available in the Reference Center Library. It should be noted that the Library files cables by source (Army, State, Navy) and Office of Origin (London, Paris, etc).

### SECTION III - PROCESSING OF INTELLIGENCE MATERIALS

12. The Information Control Division will:

- a. Receive and log all incoming Intelligence Materials, allocate them to the appropriate Branches, and maintain records adequate to insure the immediate location of the materials within ORE. To accomplish this it will maintain files of Form 35-2 (cards that accompany Intelligence Materials below Top Secret) by CIA numbers and by source and/or office of origin. Cards in both files will show the allocation or disposition made of the document. (The numerical file of 35-2 cards is, in effect, a log. The term "logging" when applied to Intelligence Materials will mean this file except for noted or obvious exceptions).
- b. Maintain a separate file system for periodicals and recurring reports.
- c. Maintain special Top Secret incoming and outgoing logs.
- d. Maintain incoming and outgoing logs for Intelligence (and Administrative) Materials below Top Secret not covered above.
- e. Log and dispatch outgoing materials.

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- f. Consult with Branches to assist them and, when necessary, make suggestions to insure that their procedures conform to the common system. The Information Control Division will periodically survey the procedures used in various Branches in order to insure that adequate systems are in effect. Reports of these surveys will be forwarded to the Chief of the Branch concerned and to the Office of the Assistant Director for Reports and Estimates.

13. Branch Information Control Units will:

- a. Receive, log and be accountable for all material received from the Information Control Division. Files (logs) of Forms 35-2 by CIA numbers and such cross index files as may be deemed necessary will be maintained.
- b. Insure that materials are appropriately routed within their own subdivision, and that those materials are ultimately filed in their subdivision in accordance with the BID system, or that other proper disposition is made. As in the case of cables, it is the responsibility of the Branch having primary cognizance to insure that Branches having secondary interest are afforded prompt access to materials.
- c. Maintain Top Secret incoming and outgoing logs, and incoming and outgoing log for materials below Top Secret identical with those of the Information Control Division.
- d. Log and dispatch all outgoing materials to the Information Control Division. (Outgoing is used to mean outside ORE except that materials going to the Reference Center will be sent direct).

SECTION IV - PROCESSING OF ADMINISTRATIVE MATERIALS

- 14. The Information Control Division will receive, log and assign numbers to all unnumbered Administrative Materials and allocate them to the appropriate Branches.
- 15. Information Control Units of the Branches will receive, log and appropriately route Administrative Materials within their respective subdivisions.
- 16. Administrative Materials will be filed in accordance with any system which accomplishes the aims expressed in paragraph 3.

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SECTION V - TOP SECRET MATERIALS

17. Top Secret Materials will be handled on a "By Hand" basis in accordance with CIA instructions and Security Regulations.

SECTION VI - REQUESTS FOR INTELLIGENCE MATERIALS

18. Requests for intelligence information known to be available from Offices of CIA other than the Reference Center Library, will be telephoned to the Information Control Division, extension 2752. (Direct contact between Branches and Reference Center Library is authorized). The materials will be dispatched to the Branch when received or the Branch will be advised if it is impossible to obtain the material.

19. Requests for intelligence information believed to be available outside CIA and for which no expenditure of government funds is involved will be prepared on CIA Form 60-1 in an original and six copies signed by the Branch Chief, and will be forwarded to the Office of the Assistant Director for Reports and Estimate for approval. Upon approval, the Information Control Division will forward the original and five copies, retaining one copy for record, to the Office of Collection and Dissemination for action. Originating Branches should suggest possible sources from which the information might be obtained.

20. Before submitting a written request for Intelligence Materials, Branches will check their own files, the Information Control Division, and the Reference Center Library to determine that the information to be requested is not otherwise available.

21. All requests for purchase of books and periodical subscriptions should be directed to the Reference Center Library, Room 1433 "M" Building, telephone extension 2045.

SECTION VII - MISCELLANEOUS INSTRUCTIONS

22. Mail originating in ORE for dispatch to another part of CIA will be sent, unwrapped, to the Information Control Division with a transmittal slip or note requesting dispatch to the recipient Office. Memoranda, letters, etc., in which the identity of the sender and recipient are obvious need not be accompanied by a transmittal slip. Recipient Offices should always be designated, although individual names may be included in parenthesis if desired. Mail on which only the individual recipient is indicated will be returned to the originating Branch.

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23. Mail originating in ORE for dispatch outside CIA will be sent to the Information Control Division for dispatch. Envelopes will be addressed and, where necessary, inner envelopes will be stamped with the proper classification.

24. Mail destined for Branches within ORE will be picked up and delivered, unwrapped, by ORE messengers.

25. CIA franked envelopes or wrappers will not be used for transmittal of documents or mail unless the U.S. Postal System is to be used. The costs to CIA are based on the number of articles franked rather than the number actually mailed.

26. When correspondence is prepared by one individual in ORE for the signature of another, the name of the individual and the abbreviation for his organizational unit should be typed on the lower left side of all file copies.

27. No employee will use CIA stationary for his own private correspondence nor will CIA mail room facilities be used for personal mail.

28. The official mailing address for the Central Intelligence Agency is 2430 "E" Street, N.W., Washington 25, D. C. The addresses "Temporary M Building" or "26th and Constitution Avenue" will not be used under any circumstances.

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Reports and Estimates